

ADMINISTRATIVE — INTERNAL USE ONLY

01 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Management Task Force

1. The Office of Training thanks [redacted] for the worthwhile contribution he made as the representative of his Directorate on the Management Task Force. As a member of the Task Force he was responsible for ascertaining the training needs of middle managers in his Directorate by means of questionnaire and personal interview. On the basis of this survey he prepared a summary of his findings and together with the other members advised the Chairman of the Task Force on overall recommendations to the Director of Training. These recommendations were forwarded to the Director of Training on 13 April 1973.

STAT

2. The results of the Task Force survey are now being used to develop a program of training for middle managers and are expected to add significantly to the quality of the training in the program.

STAT

[redacted]
HUGH T. CUNNINGHAM
Director of Training

ADMINISTRATIVE — INTERNAL USE ONLY